

Webster Vienna Training Scholarship (WVTS):  
Project Proposal: Alumni and Event Outreach Assistant

Department: Marketing and Communications  
Semester: Spring 2022 (from February 7 – April 29, 2022)  
The estimated weekly workload in hours: 10  
Program Level: Undergraduate

Project Title: Alumni and Event Outreach Assistant  
Project Leader: Camila Poell, Events Officer  
WVTS Supervisor (if different than Project Leader): Nermin Podzic, Head of Marketing and Communications

Project Outputs: Support WVPU's marketing and communications department efforts, as follows:

Tasks/Project Outputs	Deadline	Percentage of Time Spent on Responsibilities (equaling 100%)
Assist the alumni-related activities.	Till the end of the Training Scholarships Spring 2022	33%
Assist the WVPU's Alumni Association social media content management (Facebook and LinkedIn).	Till the end of the Training Scholarships Spring 2022	33%
Assist in planning and implementing on-campus events.	Till the end of the Training Scholarships Spring 2022	33%

Qualifications needed to accomplish tasks and responsibilities:

- Qualification:
  - Basic knowledge in social media content engagement;
  - Advanced expertise in Canva or similar tools;
  - Good writing skills.
- Soft Skills
  - Good organizational skills;
  - Good time management;
  - Attentive to details;
  - Team player; and
  - Communicative.